

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
NOVEMBER 12, 2019  
MINUTES

Location: Robbins Library Conference Room

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director.

**Community Time**

No members of the community were present.

**Approval of October 8 Meeting Minutes (vote needed)**

The Board reviewed the minutes of the Oct. 8 meeting. Ms. Fennelly approved the minutes as amended, Ms. Calvin seconded the motion. The Board approved the minutes.

**Patron Conduct Policy (vote needed)**

The Board discussed the Patron Conduct Policy. Ms. Nicolay shared concerns voiced by members of the Equity, Diversity, and Inclusion staff group regarding the proposed food ban in the library. Ms. Nicolay shared policies and other information from other Minuteman Library Network members regarding food in library spaces. The Board supports a friendly policy that supports some snacks in the building while empowering staff to use sound judgement around eating in a public library. The Board suggested a revised policy that will help staff preserve the library atmosphere, create a space for all users, and permit single serving snacks that must be discreet, small, and avoid undue mess. Questions arose around the stated policy that bags may be searched. Ms. Nicolay will seek advice from Town Counsel. Ms. Nicolay will create a policy draft incorporating Board suggestions for review in December.

**Trustee By-laws (vote needed)**

The Board discussed the revised by-laws shared by Mr. Delmolino. Revisions were based on 2016 and 2012 by-law documents. The Board discussed adding information on conflict of interest compliance. The Board thanked the by-law working group for the work they did. Board members will review the document and discuss proposed changes at the December meeting.

### **Calendar for Board of Trustees**

Ms. Nicolay presented the revised Calendar for the Board of Trustees. The Board discussed adding a Calendar item around approving warrant articles if needed. Ms. Nicolay will incorporate additional comments.

### **FY21 Budget Review**

The Board reviewed the draft FY21 budget proposal and offered suggestions. The Board looks forward to reviewing the revised Budget Presentation ahead of the December presentation to the Town Manager.

### **Winfield Robbins Art Prints Working Group Update**

Ms. Nicolay confirmed that Art Print trust funds may be used to hire a consultant for the Art Print Collection deaccession project. Ms. Nicolay thanked the library's Circulating Art Prints coordinator, Jenny Arch, for her progress on renovating the circulating Art Print collection. Ms. Arch is working to include local artists in the collection and launching an "Off the Wall" campaign for community members to "adopt" beloved prints.

### **Director's Report**

The Board reviewed the Director's report, and remarked on the high circulation of the adult print collection at the Fox Library.

### **Foundation Liaison Update**

Ms. Calvin reported that the Foundation continues to work on their website and year-end campaign. Ms. Calvin acknowledged the detail-oriented work they are doing around obtaining their non-profit postal rate and other business matters. Annual appeal letters should be arriving in mailboxes this week.

### **Friends Liaison Updates**

Ms. Radochia reported that library administration nominated the Friends of Robbins Library for the Donna Forand Fantastic Friends Award. The Friends of Robbins Library appreciated the great tribute even if they didn't win. Patrick Harrington is bringing his web expertise to the Friends. The Board received no notification of a Friends of Fox meeting. Friends of Fox chair Scott Weaver attended the Foundation event honoring the Friends.

### **Communications and Announcements**

Save the Date for the Staff appreciation luncheon, Dec. 16 in the Robbins Library Community Room.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: December 10, 2019**

**Adjournment (vote needed)**

Mr. Delmolino moved to adjourn. The meeting was adjourned at 9:10 p.m.

**Materials Distributed:**

- November 12, 2019 Meeting Agenda
- October 8, 2019 Meeting Minutes
- Patron Conduct Policy
- By-laws of the Board of Trustees
- Calendar for Board of Trustees
- Director's Report, October 2019 with October Circulation Report